SIEC Advisory Working (SAW) Group Minutes
July 21, 2004

- Meeting minutes from the July 7, 2004 SAW Group meeting were not available and will be presented at the next meeting.

- Alan Hull, Technology and Frequency Management Work Group Chair, presented committee status regarding the risk/severity matrix, the frequency management decision package, the radio cache decision package, and general information regarding radio caches.
  - o Risk/Severity Matrix modifications are being led by Marc Johnson, DNR. The matrix will be presented at the next SAW group meeting for action.
  - o Technology and Frequency Management Work Group is developing a Gantt chart to identify SIEC related tasks. The chart will be updated and will be presented at the next SAW group meeting.
  - o A brief description of the Frequency Management process flow chart was presented. The flow chart is being developed by the Technology and Frequency Management Work Group. A sub-group of the Technology and Frequency Management Work Group will meet to work on the process flow July 28, 2004.
  - o The McNiel Island report was not ready to present. The report will be presented at a later meeting.
  - o Alan Hull presented and discussed the budget request packages regarding frequency management and radio caches. The frequency management request will contain 2 FTEs. The radio cache request was modified to incorporate 16 portable radios and a portable repeater to be deployed to state agencies by budget proviso in each of the nine Homeland Security Regions.

- A motion was made to forward the frequency management budget request to the SIEC for consideration. The motion passed with one member abstaining.

- A motion was made to forward the radio cache budget request to the SIEC for consideration. The motion passed with one member abstaining.

- Dennis Hausman briefly provided a status of the July 2004, Technology Clearinghouse. Mr. Hausman distributed a copy of a handout from a satellite vendor during the briefing. The next Technology Clearinghouse will be August 10, 2004. The August 2004, Clearinghouse will focus on interoperability gateways devices.

- Mr. Dennis Hausman distributed an SIEC Gantt Chart for review. The Gantt chart is being developed by the Technology and Frequency Management Work Group. Further information will be presented at future meetings.

- Dennis Hausman briefed the SAW Group on a communication plan being developed by DIS for the SIEC. It was requested that information be vetted through the SIEC Chair prior to being disbursed. Mr. Todd Hattori, DIS, will serve as the contact for the communication plan.

- A motion was made to delay the work on the following Interim Plan deliverable: the SIEC must identify a sustainable funding mechanism to pay for this and subsequent strategic plans, as well as staffing requirements such as frequency manager positions for state licensed frequencies. After discussion, the motion passed unanimously.

- A motion was made to delay the work on the following Interim Plan deliverable: changing legislative mandates that govern operations of many state agencies that require them to recover costs of providing services to public agencies. The motion was passed with one member opposed.

- A motion was made and withdrawn regarding the delaying of work on the following Interim Plan deliverable: consider asking the Department of Natural Resources to change their enabling legislation to allow use of their resources and make it more affordable to other agencies and to local government. Mr. Marc Johnson, DNR, will research DNR site rental revenue and report back at the next SAW Group meeting.

- A motion to delay the following Interim Plan deliverable until the completion of the final statewide interoperability plan in 2005. The deliverable consists of: The Legislature should contact the congressional delegation to promote interoperability as a primary consideration for existing grant appropriations. The motion passed unanimously.

- Discussion occurred regarding the need by local government and state agencies for guidelines and standards regarding cross-band repeaters and other related interoperability technologies. A motion was made to have the Technology and Frequency Management Work Group to develop guidelines for various core technologies related to cross-band repeaters and other interoperability technology for use by state agencies and to provide a status of their progress to the SAW Group at its September 1, 2004, meeting. The motion passed unanimously.

- Jim Hall presented the project administration checklist to the work group. Mr. Hall will be email the checklist to Dennis Hausman for distribution to the SAW Group members in attendance for review and comment. The checklist will be discussed at future SAW Group meetings.

- Mr. Dennis Hausman distributed the SIEC's portion of Washington State's Homeland Security Action Plan for review and comment. Comments and suggestions are due back to Mr. Hausman by COB July 23, 2004.

- Mr. Don Miller, EMD, distributed EMD's portion of Washington State's Homeland Security Action Plan for review and comment. Comments and suggestions are due back to Mr. Miller by COB July 23, 2004.

- Discussion occurred regarding the direction from the SIEC to review state agency radio projects. The consensus was to used the State's IT Portfolio template, section 4 and 5 to identify projects. Responses are due to Clark Palmer by COB August 13, 2004. The results will be presented to the SAW Group at its August 18, 2004, meeting.

- The next SIEC SAW Group meeting is scheduled for August 4, 2004, at DIS from 1:30 PM to 3:00 PM.

Members present:

Jim Hall, Washington Association of Sheriffs and Police Chiefs
Jose Zuniga, Department of Corrections
Clark Palmer, Washington State Patrol
Dennis Hausman, Department of Information Services
Marc Johnson, Department of Natural Resources
Brenda Hilzer, Washington State Patrol
Leroy Hurt, Department of Information Services
Sgt. John McIntosh, Department of Fish and Wildlife
Alan Hull, Washington State Department of Transportation
Don Miller, Emergency Management Division
Spencer Bahner, King County
Curt Roger, JLARC
Bob Fitchitt, LEAP
David Babbitt, Motorola
Fred Radovich, Motorola